



## Ashton College

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### *POLICY*

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**TITLE:** Transfer Credit Policy

**CATEGORY:** Student

**POLICY #:** 1019

**EFFECTIVE DATE:** October 18, 2007

**REVISED DATE:** September 28, 2009; June 28, 2010; June 17, 2011; September 1, 2016; November 30, 2016; March 1, 2017; March 23, 2017

**APPROVED BY:** President

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#### **Purpose**

The purpose of this policy is to communicate the conditions under which transfer credits from other institutions will be accepted by Ashton College (the “College”) and the procedure to be used by students who request transfer credits.

#### **1. Transfer Credit Recognition**

- 1.1.** Transfer credits may be granted in recognition of course work completed at other post-secondary institutions. The courses done at other institutions must have similar outcomes and the application must be supported by official transcripts and course outlines.
- 1.2.** The course work for which the student is requesting transfer credit must be related to the student’s program of studies at the College. It must be comparable in breadth and depth in its essential elements to the specific College courses to be credited.

#### **2. Transfer Credit Application Procedure**

- 2.1.** An application for transfer credit must be received by Student Services prior to the commencement of the courses for which the transfer credit application is being made.
- 2.2.** The application will not be processed until the non-refundable Application Fee and per-course Transfer Credit Fee has been paid.
- 2.3.** A student requesting a transfer credit must submit the appropriate form along with all required

documentation to Student Services.

2.4. The following documentation are required to accompany the application:

- An official transcript from each post-secondary institution; and
- A course description for each course.

2.5. Once the application is received, Student Services will submit the application to the relevant faculty member for approval. The faculty member will have five (5) business days to review the documentation and make a decision.

2.6. Once the relevant faculty member has made a decision, Student Services will advise the student of the results within five (5) business days of receipt of the application from the relevant faculty member.

2.7. If approved, Student Services will enter “CR (TC)” on the student’s academic transcript for each approved course.

### **3. Academic Residency Requirement**

3.1. In order to satisfy academic residency requirements for a College credential, a student must satisfactorily complete a minimum of twenty five percent (25%) of the total required program of study at the College.